CHAPTER 13
Amendments and Returned Applications

In This Chapter:

- Amending Your Application (within the two-day grace period) and Resubmitting

- Receiving a Returned Application File from the AQD and Resubmitting

CHAPTER 13: AMENDMENTS AND RESUBMITTALS

AMENDING YOUR APPLICATION (within the two-day grace period)

If you need to amend your submittal for any reason after you have prepared the file for submittal, you have the option of unsubmitting the application file. **You have only two days from the day you prepared the application file (see Step 3 in Chapter 12) to amend your application this way.** If you need to amend your application after this two-day grace period, contact your AQD district office to request that your application be returned to you for editing (follow the instructions on page 13-3 to receive an application returned from the AQD).

Follow the steps below to unsubmit your application within the two-day grace period:

1. Choose **Utilities** on the menu bar and select **Unsubmit Application** (Figure 13-1).
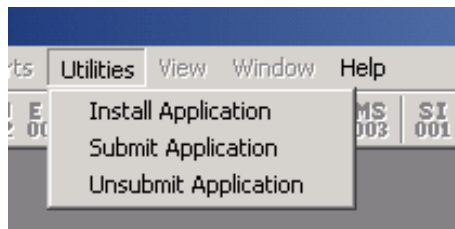

Figure 13-1: Utilities Menu

2. A dialog box will appear that identifies all the applications that you have prepared to submit to the AQD for processing (Figure 13-2). Select the application you would like to unsubmit and click "OK."
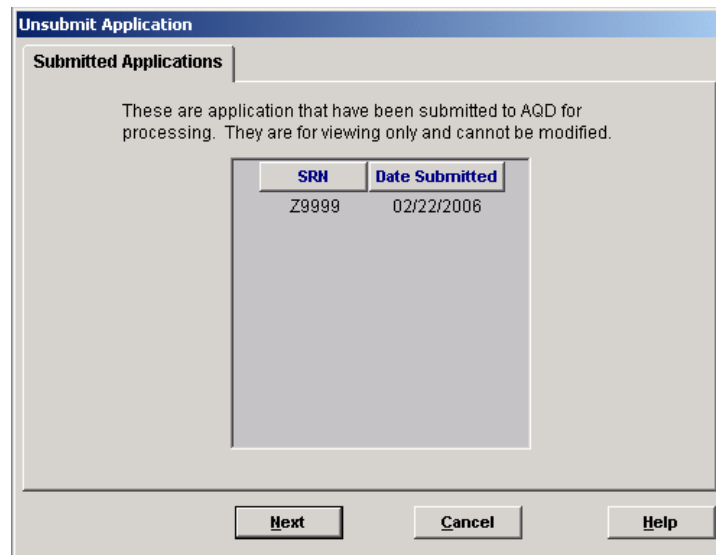

Figure 13-2: Unsubmit Application Dialog Box

3. A dialog box will tell you that your application has been restored and can now be edited (Figure 13-3). To open the application choose **File** on the menu bar and select **Open Application**. Your restored application should be listed and ready to edit.

   Note: If you mailed information to the AQD you should notify your AQD district office that you will be resubmitting your application and to discontinue processing the one you sent previously. When you resubmit your application you will need to complete another C-001 form for submittal to your AQD district office.
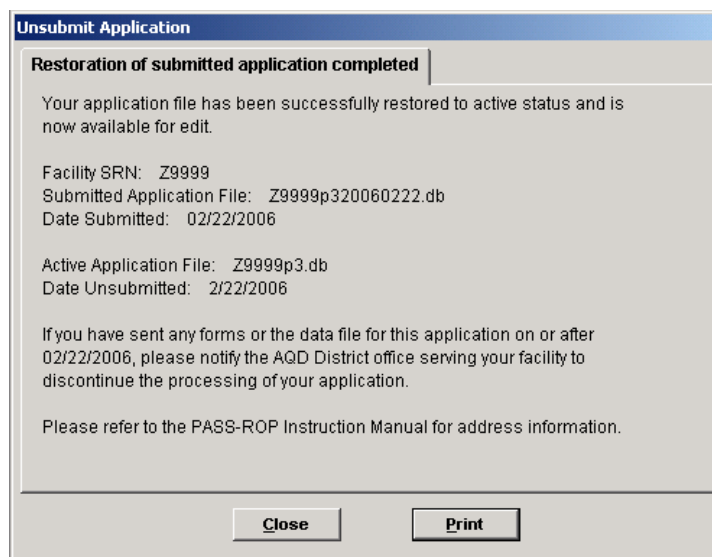
Figure 13-3: Restoration Complete Notification

4. Once you have completed your edits, resubmit the application file following the instructions in Chapter 12. **You must print off and complete a new C-001 form when you resubmit the application file.** Each C-001 form has a unique verification number that is associated with the application file that you prepare for submittal.

RECEIVING AN APPLICATION THAT HAS BEEN RETURNED TO YOU

If the AQD returns your application file to you either because you asked for it back to make an amendment or they have requested that you make some edits, you will need to follow the instructions below. The application file the AQD returns to you will have the word "Return" in the file name. For example, the file name of a returned file would be "**Z9999p3_Return.inst**" where Z9999 would be the SRN of your company. The directions below explain how to install this file back into the PASS-ROP program.

1. Copy the returned application file to the following directory on your computer's C drive: **C:\AQD_APPS\INSTALL**.

2. Start the PASS-ROP software.

3. Go to **Utilities** on the menu bar and select **Install Application**. A window should appear displaying the application file available to be installed. Your SRN should appear in this widow and under "Application File Type" it should say "Returned." This is the file that you just copied to your directory in Step 1 above.

4. Select the returned application file and click "OK." The software will start the installation process.

5. Once installed, go to the **File** menu and select **Open Application**. From here you can open the application that was returned to you and make your edits.

6. Once you have completed your edits, resubmit the application file following the instructions in Chapter 12. **You must print off and complete a new C-001 form when you resubmit the application file**. Each C-001 form has a unique verification number that is associated with the application file that you prepare for submittal.